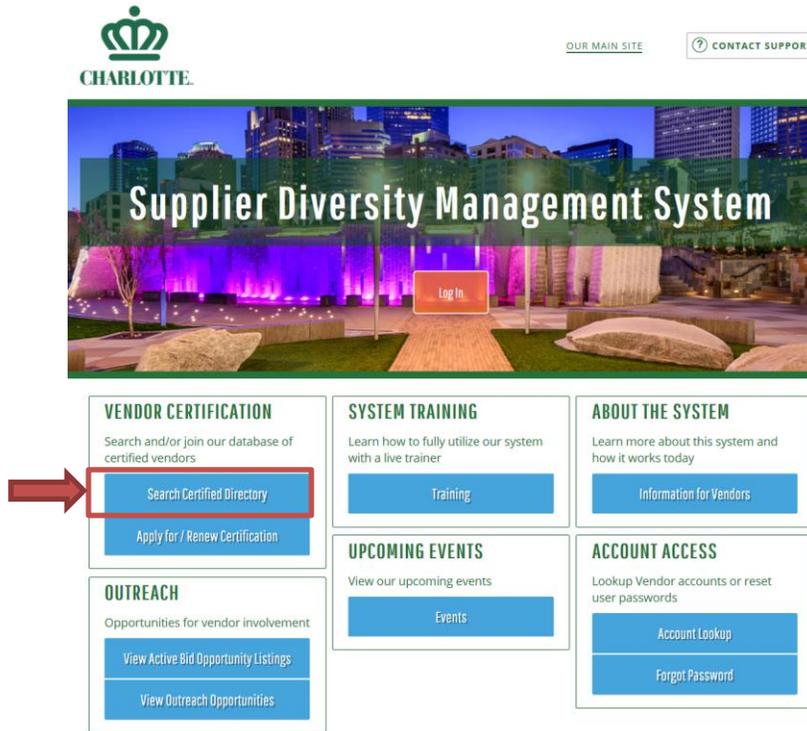


How to Search for Certified Vendors by Location while NOT Logged into the System

1. Go to <https://charlotte.diversitycompliance.com/>
2. Click on "Search Certified Directory"



3. Check Minority Business Enterprise (MBE), Small Business Enterprise (SBE), and Women Business Enterprise (WBE) to search vendors in the City of Charlotte Certified Directory List

Search by Certification Type

Certifications

City of Charlotte Certified Directory

- Minority Business Enterprise (MBE)
- Small Business Enterprise (SBE)
- Women Business Enterprise (WBE)
- Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)
- Disadvantaged Business Enterprise (DBE)
- Historically Underutilized Business (HUB)

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by Business Description

Business Description

Tip: Try just a few letters of a keyword.

Search by Commodity Code

Commodity Codes

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

Zip Code

Tip: Search for multiple zip codes by separating with commas.

State

Phone Area Code

Search by Reference

Ethnicity

Gender

4. Type the City that you want to search for available vendors and click “Search”

The screenshot shows a search interface with several sections: 'Search by Certification Type' with checkboxes for MBE, SBE, WBE, ACDBE, DBE, and HUB; 'Search by Business Name or DBA' with a text input; 'Search by Business Description' with a text input; 'Search by Commodity Code' with a 'Click to Lookup Commodity Codes' button; 'Search by Contact Person' with first and last name inputs; 'Search by Location' with fields for City (containing 'Charlotte'), Zip Code, State, and Phone Area Code; and 'Search by Reference' with dropdown menus for Ethnicity and Gender. A red arrow points to the 'City' field, and another red arrow points to the 'Search' button.

5. Click “Download Search Result”

The screenshot shows the search results page. The 'Search Parameters' section displays the selected criteria: Certifications (Minority Business Enterprise (MBE), Small Business Enterprise (SBE), Women Business Enterprise (WBE)) and City (Charlotte). Below this are 'Search Again' and 'Download Search Results' buttons, with a red arrow pointing to the latter. The 'Search Results' section indicates that 597 firms with 734 certifications were found. A table lists the results:

| Vendor | Location | Certification |
|------------------------------|---------------|--|
| 25/27 Cleaning Services, LLC | Charlotte, NC | MBE SBE |

6. Check “ I’m not a robot” box

This screenshot shows the search parameters section, identical to the previous one, with the 'Download Search Results' button highlighted.

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

The screenshot shows the reCAPTCHA 'I'm not a robot' checkbox, which is currently unchecked. The reCAPTCHA logo and 'Privacy - Terms' link are also visible.

7. Type the given code

Search Parameters Edit Parameters Clear Parameters

Certifications **Minority Business Enterprise (MBE)**
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

City **Charlotte**

Search Again Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

To download this export you must enter the following code exactly as it appears:

Enter **EhU46GHC** here (case sensitive): ✕

Include Commodity Codes in download

Download to Excel Download to CSV Cancel

8. Check "Include Commodity Code in download" box

[Show directory information and instructions](#)

Search Parameters Edit Parameters Clear Parameters

Certifications **Minority Business Enterprise (MBE)**
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)

City **Charlotte**

Search Again Download Search Results

You are about to export the search results. Depending upon the speed of your Internet connection and the size of the export file, it may take a few minutes to download the data.

ALERT: The information provided in the file is not to be used for unsolicited advertising, spam, or any other unauthorized use. Your activities from IP Number 205.141.0.1 on this website are tracked.

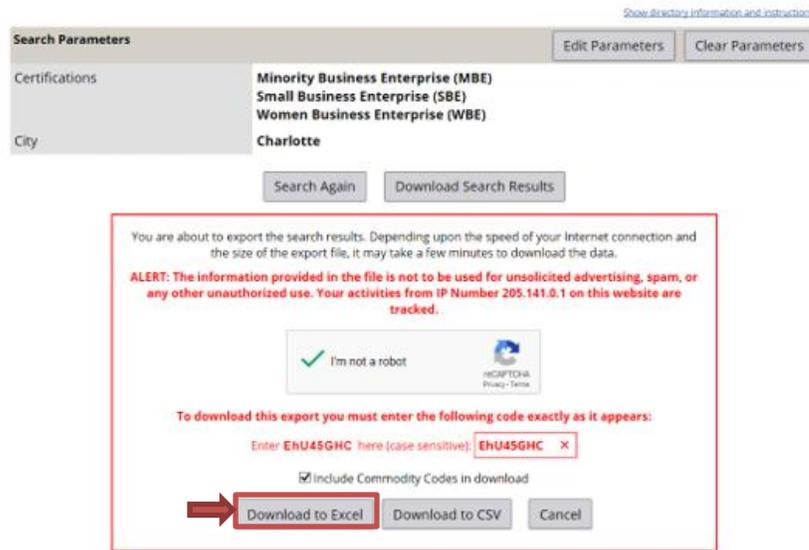
To download this export you must enter the following code exactly as it appears:

Enter **EhU45GHC** here (case sensitive): ✕

 Include Commodity Codes in download

Download to Excel Download to CSV Cancel

9. Click “Download to Excel”



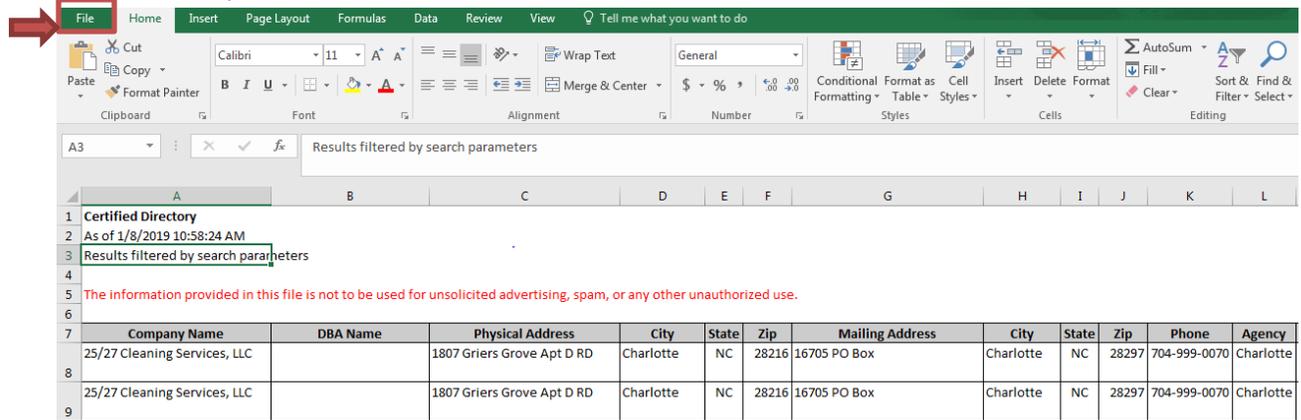
10. Click “Open”



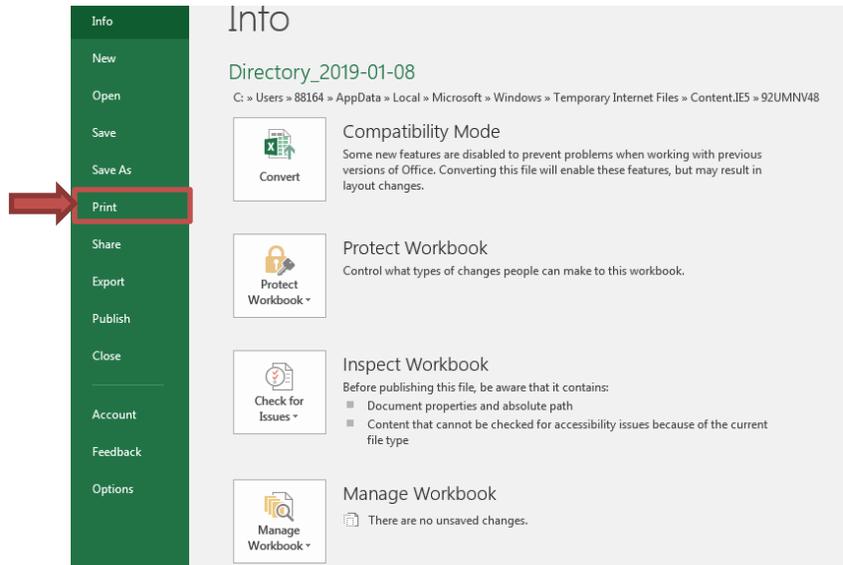
11. A Microsoft Excel Workbook will open, and click “Enable Editing”



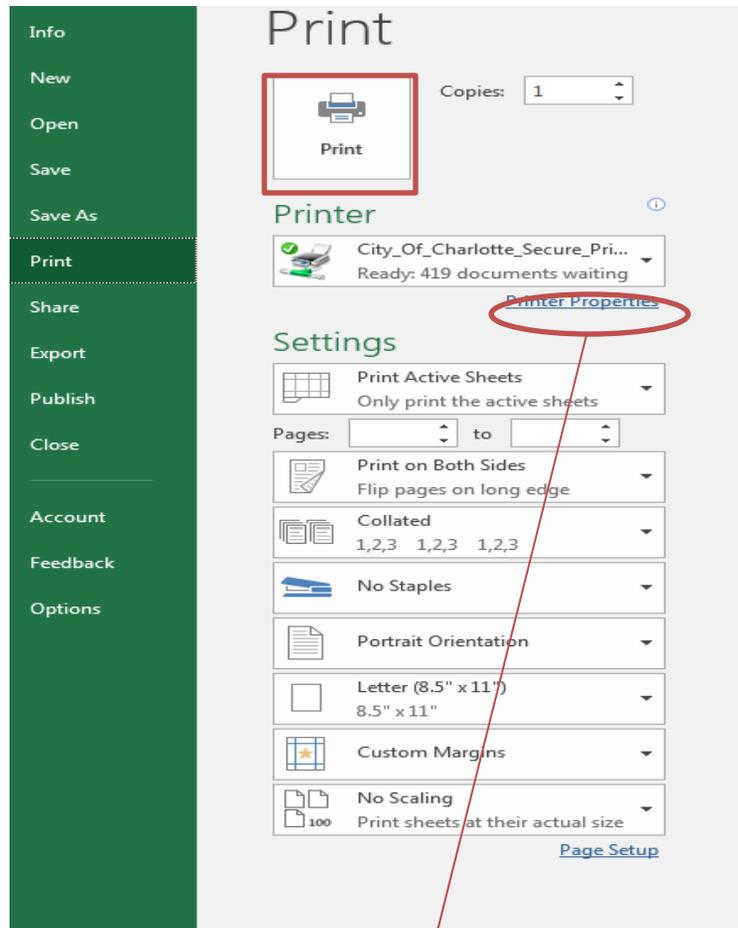
12. Format file to your discretion and click “File”



13. Click "Print"



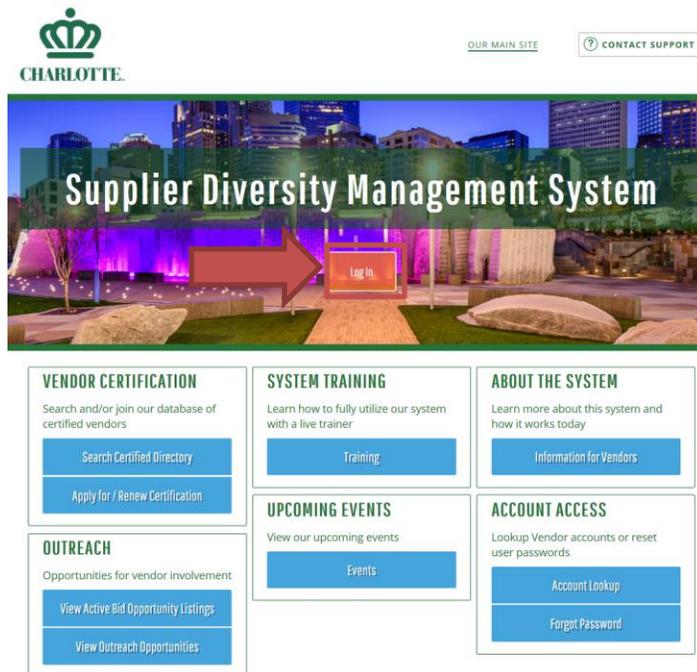
14. Click "Print"



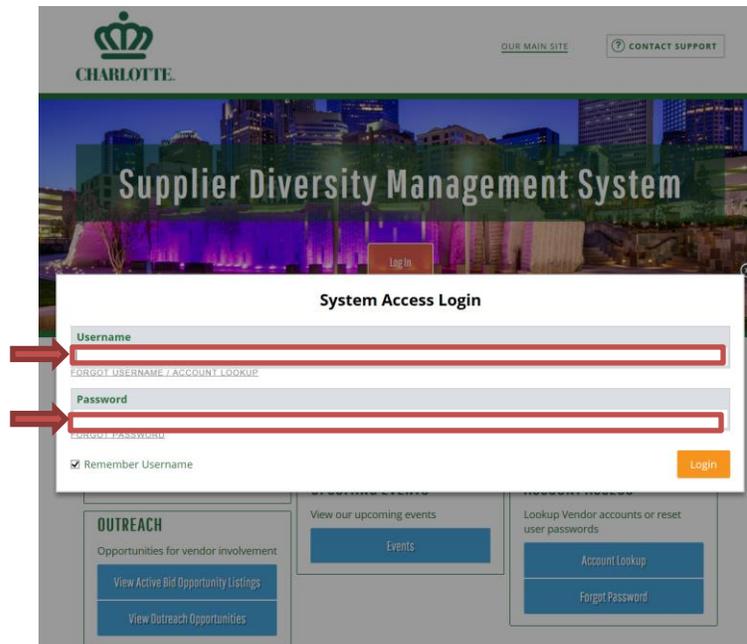
***Note: Printing options are available through the Print Properties Screen

How to Search for Certified Vendors by Location while Logged into the System

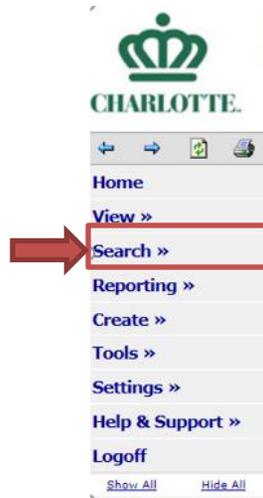
1. Go to <https://charlotte.diversitycompliance.com/>
2. Login to B2GNow



3. Type in "Username" and "Password" credentials to access the system



4. Click on "Search" located on the left side of the computer screen



5. Click on "Certified Vendors"



6. Click on the drop-down box under the Certification Parameters and select the City of Charlotte ONLY

Search First 20 Matches

Search All Matches

Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory

Certified Directory as of:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON

First name

Last name

Contact Type

Users

CITY

STATE/PROVINCE

Select one or more

ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click on organization name to select/unselect all of its types.

[City of Charlotte]

[Select all]

City of Charlotte

Minority Business Enterprise (MBE)

Small Business Enterprise (SBE)

Women Business Enterprise (WBE)

North Carolina Unified Certification Program

Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)

Disadvantaged Business Enterprise (DBE)

State of North Carolina

Historically Underutilized Business (HUB)

CERTIFICATION ACTION

CERTIFICATION STATUS

City of Charlotte Certified Vendor List

ASSIGNED CERTIFICATION OFFICER

Select one or more

INCLUDE EXPANSIONS

Include expansion records in search results

processing record) search

filter.

7. Type Charlotte in the City field of the Search Parameters Click on “Search All Matches”

Search First 20 Matches

Search All Matches

Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory

Certified Directory as of:

(mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA

Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON

First name

Last name

Contact Type

Users

CITY

Charlotte

STATE/PROVINCE

Select one or more

ZIP CODE/POSTAL CODE

Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES

Click to Lookup Commodity Codes

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS

Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.

[City of Charlotte]

Directory match option:

Match ANY certification type selected above

CERTIFICATION ACTION

Select one or more

CERTIFICATION STATUS

All (certified, pending, expired, other)

Optional Process Step:

All

Optional Date Range:

to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.

Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.

Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER

Select one or more

INCLUDE EXPANSIONS

Include expansion records in search results

8. Click "Search All Matches"



Search First 20 Matches **Search All Matches** Clear Form

Quick Search Options

Click a button to initiate an immediate search:

Current Certified Directory Certified Directory as of: (mm/dd/yyyy)

Search Parameters

BUSINESS NAME/DBA
Enter business name, DBA name, Tax ID number, or System Vendor Number; all searches are wildcard (e.g. *text*).

CONTACT PERSON First name Last name Contact Type **Users** ▼

CITY **Charlotte**

STATE/PROVINCE **Select one or more** ▼

ZIP CODE/POSTAL CODE
Search for multiple zip codes and post codes by separating with commas.

PHONE AREA CODE

COMMODITY CODES **Click to Lookup Commodity Codes**

BUSINESS DESCRIPTION

Certification Parameters

CERTIFICATIONS Use the field below to identify organizations and certification types for this search. Click an organization name to select/unselect all of its types.
[City of Charlotte] ▼

Directory match option: **Match ANY certification type selected above** ▼

CERTIFICATION ACTION **Select one or more** ▼

CERTIFICATION STATUS **All (certified, pending, expired, other)** ▼

Optional Process Step: **All** ▼

Optional Date Range: to (mm/dd/yyyy)

Limit renewing/expiring/renewed/expired (w/out pending or approved certification processing record) search filter to same certification type.
 Use ORIGINAL renewal/expiration date for renewing/expiring/renewed/expired search filter.
 Use Expiration Date instead of Renewal Date in search

ASSIGNED CERTIFICATION OFFICER **Select one or more** ▼

INCLUDE EXPANSIONS Include expansion records in search results

9. Click "Export"

| Business Name | Location | Phone Number | Agency & Type | Status | Actions |
|--|---------------|--------------|---------------|-------------|-----------------------------------|
| 25/27 CLEANING SERVICES, LLC | CHARLOTTE, NC | 704-999-0070 | Charlotte MBE | Active | Go To... 20233721 |
| 3DESIGNWORK LLC | CHARLOTTE, NC | 704-813-3688 | Charlotte SBE | Active | Go To... 20233633 |
| A & J MASONRY, INC. | CHARLOTTE, NC | 704-400-5469 | Charlotte SBE | Active | Go To... 20472804 |
| A & W ELECTRIC, INC. | CHARLOTTE, NC | 704-333-4986 | Charlotte SBE | Active | Go To... 20233723 |
| A + POWER SWEEPERS & PRESSURE WASHING | CHARLOTTE, NC | 704-921-6732 | Charlotte SBE | Expired | Go To... 20233726 |
| A DESIGN COMPANY | CHARLOTTE, NC | 704-910-0113 | Charlotte SBE | Active | Go To... 20472806 |
| A PINCH OF SOUL | CHARLOTTE, NC | 704-891-5009 | Charlotte SBE | Active | Go To... 20233729 |
| A SEED OF TRADES | CHARLOTTE, NC | 704-819-9736 | Charlotte SBE | Active | Go To... 20240003 |
| A-1 QUALITY INSULATING SERVICE | CHARLOTTE, NC | 704-331-9294 | Charlotte MBE | Active | Go To... 20118441 |
| A.L.R. ARCHITECTURE | CHARLOTTE, NC | 704-348-2699 | Charlotte MBE | Expired | |
| | | | Charlotte SBE | Active | Go To... 20233729 |
| | | | Charlotte SBE | Deactivated | |
| A1 GLASS & ALUMINUM | CHARLOTTE, NC | 704-528-0541 | Charlotte MBE | Active | Go To... 20240033 |
| A1 PRECISION FENCE COMPANY, INC. | CHARLOTTE, NC | 704-588-4774 | Charlotte SBE | Active | Go To... 20247423 |
| ABSOLUTE CLEANING & RESTORATION | CHARLOTTE, NC | 704-299-8706 | Charlotte MBE | Active | Go To... 20236203 |
| | | | Charlotte SBE | Active | |
| | | | Charlotte MBE | Deactivated | |
| ABUNDANT CLEANING | CHARLOTTE, NC | 502-719-2912 | Charlotte MBE | Active | Go To... 20433524 |
| | | | Charlotte SBE | Pending | |
| AC PRO CLEANING & ENVIRONMENTAL SERVICES | CHARLOTTE, NC | 704-891-0300 | Charlotte SBE | Active | Go To... 20436751 |
| ACAM GROUP LLC | CHARLOTTE, NC | 704-697-4000 | Charlotte SBE | Denied | Go To... 20000790 |
| ACCESS SERVICES INC | CHARLOTTE, NC | 704-560-9686 | Charlotte MBE | Active | Go To... 20236205 |
| | | | Charlotte SBE | Active | |
| ACOP, LLC | CHARLOTTE, NC | 212-945-8167 | Charlotte SBE | Active | Go To... 20240018 |
| ACTION PAINTING PROS | CHARLOTTE, NC | 800-333-4970 | Charlotte SBE | Active | Go To... 20233724 |
| AD CONCEPTS, INC. | CHARLOTTE, NC | 704-366-1616 | Charlotte SBE | Active | Go To... 20233736 |
| | | | Charlotte WBE | Active | |

1 - 28 of 881 records displayed Page 1 < > Next Page

[Search Again](#)
[Add New Vendor](#)
[Add to Outreach](#)
[Add to Vendor List](#)
[Add to Proposal](#)
[Save Search Parameters](#)
[Export](#)

[Send Certification Letters](#)
[Message](#)
[Select a vendor contact type](#)
[Contacts](#)
[Go](#)

10. Place a check mark in all boxes that should be exported for your file

Vendor Fields

Business name always included in export. [Select All](#) [Unselect All](#)

| | |
|---|---|
| <input type="checkbox"/> DBA Name | <input type="checkbox"/> General Business Description |
| <input checked="" type="checkbox"/> Phone | <input type="checkbox"/> Primary Owner |
| <input checked="" type="checkbox"/> Fax | <input type="checkbox"/> Date Established |
| <input checked="" type="checkbox"/> Email | <input type="checkbox"/> Date Incorporated |
| <input type="checkbox"/> Address | <input type="checkbox"/> Full Time Employees |
| <input type="checkbox"/> City | <input type="checkbox"/> Part Time Employees |
| <input type="checkbox"/> State/Province | <input type="checkbox"/> FEIN |
| <input type="checkbox"/> Zip Code/Postal Code | <input type="checkbox"/> System Vendor Number |
| <input type="checkbox"/> Website | |

Fields below will take longer to export. [Select All](#) [Unselect All](#)

| | |
|---------------------------------------|---|
| <input type="checkbox"/> County | <input type="checkbox"/> Company Ethnicity |
| <input type="checkbox"/> Company Type | <input type="checkbox"/> Company Gender |
| | <input type="checkbox"/> External Reference Numbers |

Certification Fields

One record per firm (certification fields below will **not** be included in export) [Select All](#) [Unselect All](#)
 One record per certification

| | |
|--|--|
| <input checked="" type="checkbox"/> Certifying Agency | <input checked="" type="checkbox"/> Certification Date |
| <input checked="" type="checkbox"/> Certification Type | <input checked="" type="checkbox"/> Certification Renewal |
| <input checked="" type="checkbox"/> Certification Action | <input checked="" type="checkbox"/> Certification Expiration |
| <input checked="" type="checkbox"/> Certification Status | <input type="checkbox"/> Certification Number |
| <input type="checkbox"/> Approval Date | <input type="checkbox"/> Certified Description |

Advanced Fields - included only for certifications processed by this organization. [Select All](#) [Unselect All](#)

| | |
|--|---|
| <input type="checkbox"/> Application Date | <input type="checkbox"/> Denied - Status & Date |
| <input type="checkbox"/> Assigned to Staff - Status & Date | <input type="checkbox"/> Denied Letter - Status & Date |
| <input type="checkbox"/> Gross Receipts Review - Status & Date | <input type="checkbox"/> Decertified - Status & Date |
| <input type="checkbox"/> Personal Net Worth Review - Status & Date | <input type="checkbox"/> Decertified Letter - Status & Date |
| <input type="checkbox"/> Eligibility Requirements - Status & Date | <input type="checkbox"/> Appealed - Status & Date |
| <input type="checkbox"/> Screening of Supporting Documents - Status & Date | <input type="checkbox"/> Appeal Receipt Letter - Status & Date |
| <input type="checkbox"/> Document Request Letter - Status & Date | <input type="checkbox"/> Appeal Decision - Status & Date |
| <input type="checkbox"/> Document Verification Letter - Status & Date | <input type="checkbox"/> Appeal Decision Letter - Status & Date |
| <input type="checkbox"/> Desk Audit - Status & Date | <input type="checkbox"/> Pending Graduation - Status & Date |
| <input type="checkbox"/> Information Request Letter - Status & Date | <input type="checkbox"/> Graduation Letter - Status & Date |
| <input type="checkbox"/> To Committee/Board - Status & Date | <input type="checkbox"/> Graduation - Status & Date |
| <input type="checkbox"/> Final Decision - Status & Date | <input type="checkbox"/> Graduation Reason |
| <input type="checkbox"/> Final Decision Reason | <input type="checkbox"/> Withdrawn - Status & Date |
| <input type="checkbox"/> Final Decision Comments | <input type="checkbox"/> Withdrawn Letter - Status & Date |
| <input type="checkbox"/> Data Input - Status & Date | <input type="checkbox"/> Deactivated - Status & Date |
| <input type="checkbox"/> Data Input Comments | <input type="checkbox"/> Renewal/Recertification Letter - Status & Date |
| <input type="checkbox"/> Published to Directory - Status & Date | <input type="checkbox"/> Certified Since |
| <input type="checkbox"/> Published to Directory Comments | <input type="checkbox"/> Expiration Setting |
| <input type="checkbox"/> Approved - Status & Date | <input type="checkbox"/> (Auto) Extension Data |
| <input type="checkbox"/> Approval Letter - Status & Date | |

Fields below will take longer to export. [Select All](#) [Unselect All](#)

| | |
|--|--|
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Commodity Codes with Descriptions |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Certification Officer/Analyst |
| <input type="checkbox"/> Commodity Codes | <input type="checkbox"/> System Certification ID |

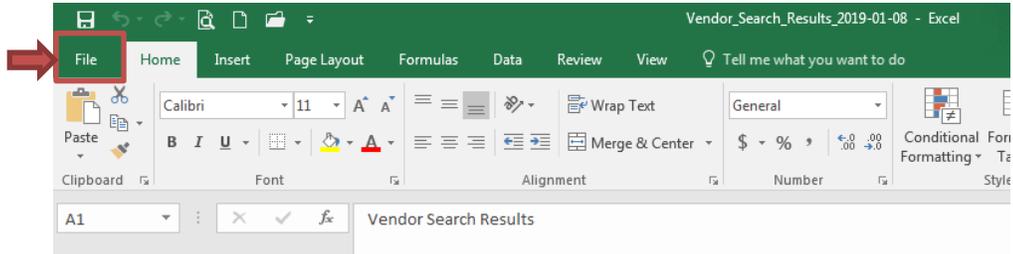
[Export Records](#)
[Save Export Parameters](#)
[Return to Search Results](#)
[Search Again](#)

11. Click "Open"

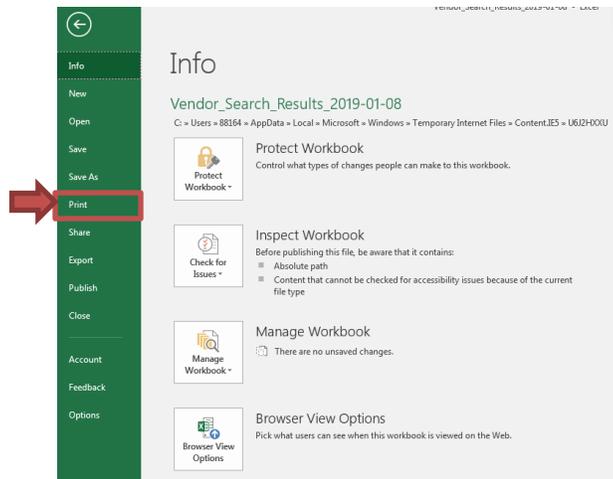


12. Format worksheet that best fits your needs

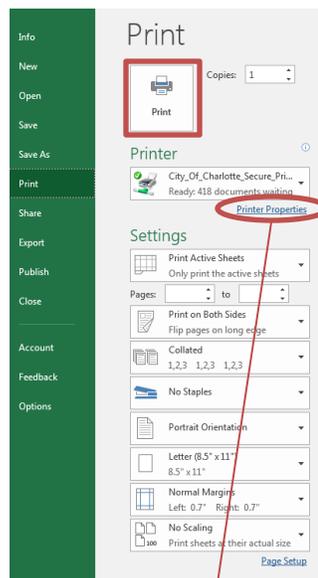
13. Click "File"



14. Click "Print"



15. Click "Print"



***Note, if you need to change printing parameters, click on print properties